

Retirement

Overview

Introduction This guide provides all of the details regarding a Retirement Separation.

Topics The following topics are covered in this guide.

Topic	See Page
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The Retirement Process	3
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Guiding Principles

Introduction

This section provides the guiding principles for a Retirement.

References

The following references provide additional information about Retirements.

- [Military Separations, COMDTINST M1000. \(series\)](#)
 - [Joint Federal Travel Regulations, Volume 1](#)
 - [Personnel and Pay Procedures Manual, PSCINST M1000.2\(series\)](#)
-

Before you begin

Coast Guard Personnel Service Center (PSC) must authorize all Retirements. Approved Retirement requests will be posted to the Airport Terminal under the member's department ID.

The status of a Retirement request/authorization can be viewed in Direct Access using the Separations Summary Report from the Separations pagelet. The Separation Authorization can now be printed directly from the Separation Details tab of the Separation Orders.

Contact PSC (epm/opm) if the member's Retirement request/authorization cannot be located in Direct Access. The Retirement separation orders should not be input in Direct Access until PSC has entered and approved the authorization.

Requests to change the Retirement date must be sent to PSC for approval and data entry.

Ensure member has sufficient **obligated service** to meet the Retirement date. The member will need to extend or reenlist if the expiration of current enlistment is before the effective date of separation (day before Retirement date).

Direct Access no longer automatically adds a Travel Order Number (TONO)/Line of Accounting (LOA) to Separation and Retirement orders. TONOs/LOAs are now added by DCMS-831 (PCS TONO Funds Manager) if the member elects to relocate upon separation/retirement to their Home of Record/Home of Selection. This change will ensure that the Coast Guard only allocates funds to members who are actually moving/incurred costs. Refer to the latest Sep/Ret TONO Process Change message.

Pay entitlements for a member who is being retired will automatically be stopped on the last day of Active Duty. SPOs do not need to manually stop pay entitlements for a member who is separating.

Continued on next page

Guiding Principles, Continued

Corrections & Deletions

See the Amending and Cancelling Separation Orders User Guides.

The Retirement Process

Introduction This section provides an overview of how the Retirement process works.

Process This table lists the events that take place in connection with a member's voluntary or involuntary Retirement. This table is not meant to be all-inclusive; it merely provides an overview of the process to aid in understanding the events that must take place in order for the Retirement transaction to be input.

Stage	When	Then
1	The member's voluntary Retirement request is approved, involuntary Retirement is directed, or physical disability Retirement is directed	PSC (epm/opm) enters the Request in Direct Access, which will create: 1. Separation Authorization. 2. Separation Orders Note: The transaction is 'built' by the system but additional data entry and approval is required before it is complete.
2	Member receives the Retirement Order from their unit (via the Airport Terminal)	The member submits Career Intentions Worksheet (CIW) (CG-2045) and submits Retirement Package to PPC-RAS. Note: Download the Retirement Package from http://www.uscg.mil/ppc/ras/retpack.pdf
3	Member's Command received the CIW	The Command endorses the CIW and forwards it to the Servicing Personnel Office (SPO).
4	SPO-Data Entry Technician (CGHRS) receives the CIW	The SPO tech completes the Retirement orders, entering delay en route (terminal leave), dependent data, mode of travel, etc.
5	SPO tech completes the orders	The SPO tech routes the orders for approval. They also complete the DD-214 and print it for review by the SPO Supervisor.

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The Retirement Process, Continued

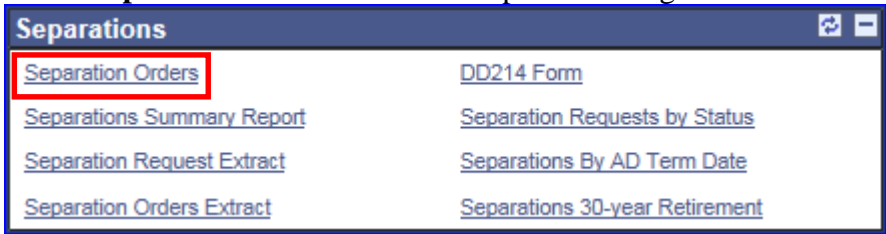
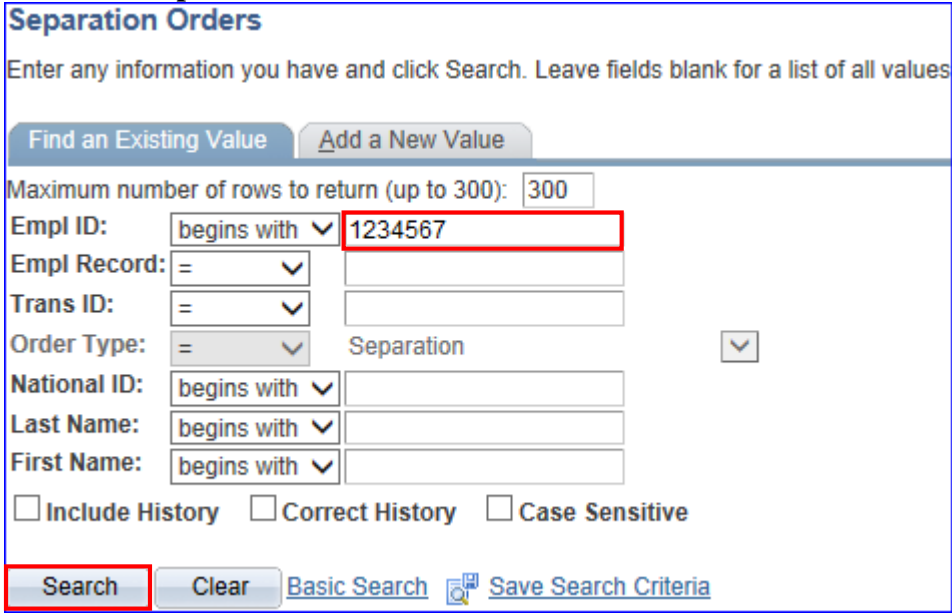
Process,
continued

Stage	When	Then
6	SPO tech submits the orders	<p>The SPO Supervisor (CGHRSUP) goes into “View My Requests” and audits and approves the separation orders</p> <p>Note: Orders should be approved no later than the date the member departs unit.</p> <p>The SPO Supervisor approves the DD-214 by going into the DD-214 component, checking the final button and printing the DD-214. This will electronically send the DD-214 to DMDC.</p>
7	The SPO Supervisor approves the Separation Orders	The system shuts down the member’s pay account in Global Pay.

Retirement Procedure

Introduction This section provides the procedures for completing a Retirement in Direct Access.

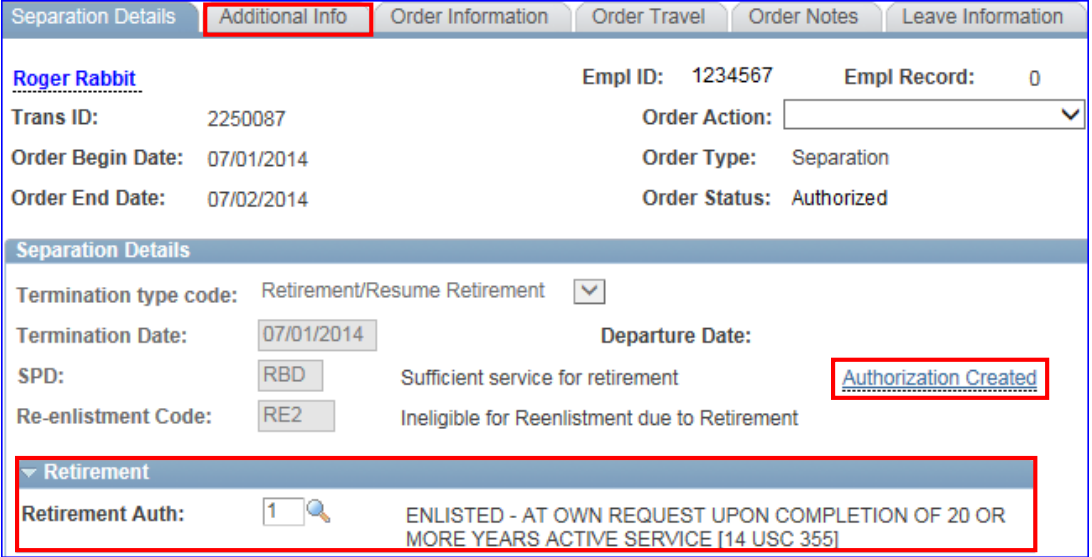
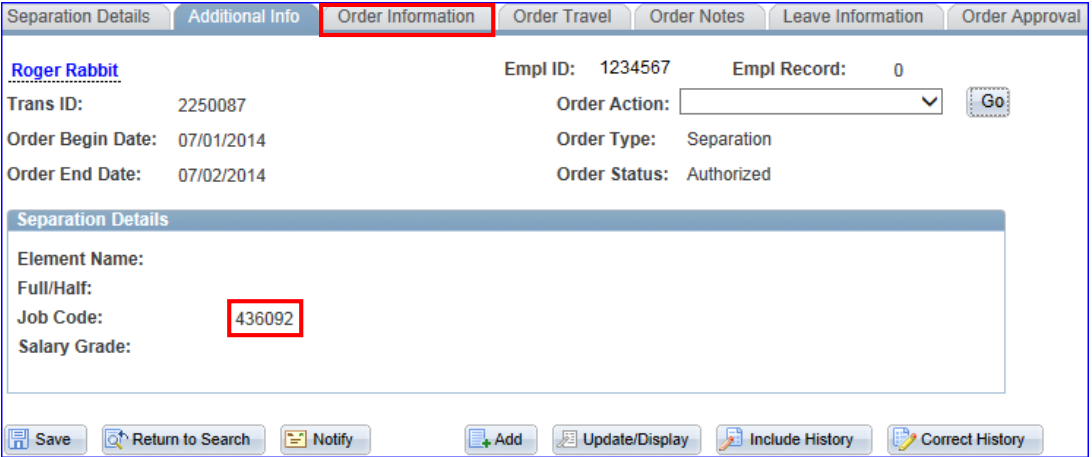
Procedures Follow these steps to complete a Retirement separation transaction.

Step	Action
1	<p>Select Separation Orders from the Separations Pagelet.</p>  <p>The screenshot shows a window titled 'Separations' with a list of links. The link 'Separation Orders' is highlighted with a red rectangular box. Other links include 'DD214 Form', 'Separations Summary Report', 'Separation Requests by Status', 'Separation Request Extract', 'Separations By AD Term Date', 'Separation Orders Extract', and 'Separations 30-year Retirement'.</p>
2	<p>Enter the Empl ID and then click Search.</p>  <p>The screenshot shows the 'Separation Orders' search form. The 'Empl ID' field is highlighted with a red rectangular box and contains the value '1234567'. The 'Search' button at the bottom left is also highlighted with a red rectangular box. Other fields include 'Empl Record', 'Trans ID', 'Order Type', 'National ID', 'Last Name', and 'First Name', each with a 'begins with' dropdown menu. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive', and buttons for 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>

Continued on next page

Retirement Procedure, Continued

Procedures,
continued

Step	Action
3	<p>If the Separation Request/Authorization has been approved, the Separation Orders will display. If nothing appears, make sure the Sep Request has been completed and approved. (See Airport Terminal User Guide.) Notice the Authorization Created link. Click on it to view and print the Separation Authorization. If the Retirement Auth doesn't auto-populate from the Sep Request, enter it before moving on. Now click on the Additional Info tab.</p> 
4	<p>Any information on this tab was input by PSC and cannot be edited. Click on the Order Information tab.</p> 

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Retirement Procedure, Continued

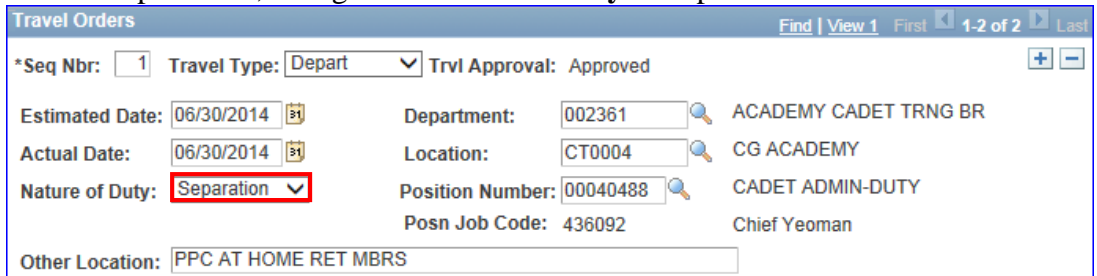


Procedures,
continued

Step	Action																								
5	<p>Enter the Authorizing Official and then click on the Order Travel tab.</p> <div> <div> Separation Details Additional Info Order Information Order Travel Order Notes Leave Information </div> <div> <p><u>Roger Rabbit</u> Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2250087 Order Action: <input type="text"/></p> <p>Order Begin Date: 07/01/2014 Order Type: Separation</p> <p>Order End Date: 07/02/2014 Order Status: Authorized</p> <p>Orders Basic Information</p> <p>Action: RWP</p> <p>Reason Code: RWP</p> <p>Transfer Authority: <input type="text" value="Coast Guard Personnel Command"/></p> <p>Authorizing Official: <input type="text" value="Judge Doom, CWO4, USCG"/></p> </div> </div>																								
6	<p>Click on View All to see both the Depart and Report rows.</p> <div> <div> Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order </div> <div> <p><u>Roger Rabbit</u> Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2250087 Order Action: <input type="text"/></p> <p>Order Begin Date: 07/01/2014 Order Type: Separation</p> <p>Order End Date: 07/02/2014 Order Status: Authorized</p> <p>Itinerary</p> <table border="1"> <thead> <tr> <th>Seq Nbr</th><th>Travel Type</th><th>Travel Approval</th><th>Estimated Date</th><th>Actual Date</th><th>Nature of Duty</th><th>Deptid Description</th><th>Position</th></tr> </thead> <tbody> <tr> <td>1</td><td>Depart</td><td>Approved</td><td>06/30/2014</td><td>06/30/2014</td><td></td><td>ACADEMY CADET TRNG BR</td><td>CADET</td></tr> <tr> <td>99</td><td>Report</td><td>Approved</td><td>06/30/2014</td><td></td><td></td><td>PPC AT HOME SEP MBRS</td><td></td></tr> </tbody> </table> <p>Travel Orders Find View All First 1 of 2 Last</p> <p>*Seq Nbr: <input type="text" value="1"/> Travel Type: <input type="text" value="Depart"/> Trvl Approval: Approved</p> <p>Estimated Date: <input type="text" value="06/30/2014"/> Department: <input type="text" value="002361"/> ACADEMY CADET TRNG BR</p> <p>Actual Date: <input type="text" value="06/30/2014"/> Location: <input type="text" value="CT0004"/> CG ACADEMY</p> <p>Nature of Duty: <input type="text"/> Position Number: <input type="text" value="00040488"/> CADET ADMIN-DUTY</p> <p>Posn Job Code: 436092 Chief Yeoman</p> <p>Other Location: <input type="text" value="PPC AT HOME RET MBRS"/></p> </div> </div>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position	1	Depart	Approved	06/30/2014	06/30/2014		ACADEMY CADET TRNG BR	CADET	99	Report	Approved	06/30/2014			PPC AT HOME SEP MBRS	
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Retirement Procedure, Continued

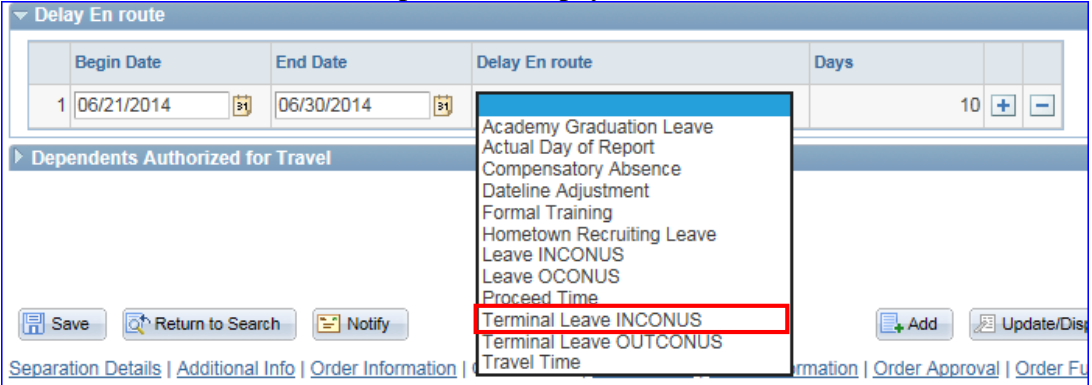
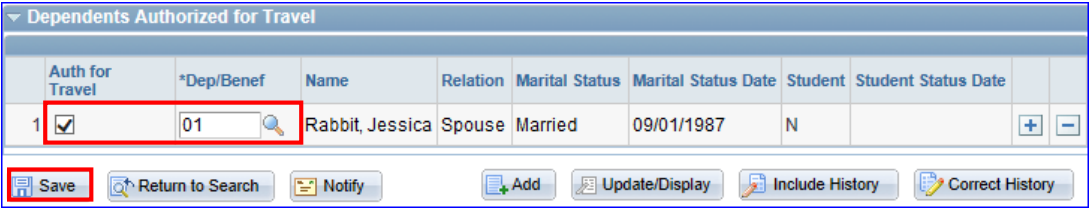
Procedures,
continued

Step	Action
7	<p>On the Depart Row, change the Nature of Duty to Separation.</p>  <p>The screenshot shows the 'Travel Orders' form. The 'Travel Type' is 'Depart' and 'Trvl Approval' is 'Approved'. The 'Nature of Duty' is set to 'Separation' (highlighted with a red box). Other fields include 'Estimated Date' (06/30/2014), 'Actual Date' (06/30/2014), 'Department' (002361 - ACADEMY CADET TRNG BR), 'Location' (CT0004 - CG ACADEMY), 'Position Number' (00040488 - CADET ADMIN-DUTY), 'Posn Job Code' (436092 - Chief Yeoman), and 'Other Location' (PPC AT HOME RET MBRS).</p>
8	<p>Click on the arrows to expand the Per Diem, Travel Details and Additional Authorized Expenses sections to add specific travel entitlements for the Retiring Member.</p>  <p>The screenshot shows the 'Travel Orders' form with three sections expanded: 'Per Diem', 'Travel Details', and 'Additional Authorized Expenses'. The 'Additional Authorized Expenses' section shows a table with columns for 'Addl Exp Code', 'Expense', and 'Proposed Amount'.</p>
9	<p>On the Report row, enter the Actual Date (same as estimated) and change the Nature of Duty to Separation. Verify the Department the member will report to upon Separation (003333 PPC AT HOME SEP MBRS). The Position Number and Posn Job Code should be blank. The Report row also has the Per Diem, Travel Details and Additional Authorized Expenses sections that can be populated if necessary.</p>  <p>The screenshot shows the 'Travel Orders' form for a 'Report' row. The 'Actual Date' (07/01/2014) and 'Nature of Duty' (Separation) are highlighted with red boxes. The 'Department' is 003333 (PPC AT HOME SEP MBRS) and the 'Location' is KS0001 (CG PPC). The 'Position Number' and 'Posn Job Code' are blank. The 'Other Location' field is also empty.</p>

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Retirement Procedure, Continued

Procedures,
continued

Step	Action
10	<p>In the Delay En route section, enter any time (such as Terminal Leave) that the member will be taking prior to the Retirement Date. Any Administrative Absence and/or Retirement Processing Point Absence must be documented in the Order Notes.</p> <p>NOTE: SPOs MUST manually stop Career Sea Pay, Career Sea Pay Premium and OUTCONUS COLA upon the member's departure from the unit on Terminal Leave (with no intention to return) to prevent overpayments.</p> 
11	<p>Select the appropriate Dependents Authorized to Travel. If the dependents don't auto-populate, use the Dep/Benef lookup to find and select each one. Then click Save.</p> 

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Retirement Procedure, Continued

Procedures,
continued

Step	Action																												
12	<p>Saving will update the Actual Date and display the Terminal Leave in the Itinerary section. Now click on the Order Notes tab.</p> <div><div>Separation Details</div><div>Additional Info</div><div>Order Information</div><div>Order Travel</div><div>Order Notes</div><div>Leave Information</div></div> <div><div><u>Roger Rabbit</u></div><div>Empl ID: 1234567</div><div>Empl Record:</div></div> <div><div>Trans ID: 2250087</div><div>Order Action: <input type="text"/></div></div> <div><div>Order Begin Date: 07/01/2014</div><div>Order Type: Separation</div></div> <div><div>Order End Date: 07/02/2014</div><div>Order Status: Authorized</div></div> <div><div>Itinerary</div><table border="1"><thead><tr><th>Seq Nbr</th><th>Travel Type</th><th>Travel Approval</th><th>Estimated Date</th><th>Actual Date</th><th>Nature of Duty</th><th>Deptid Description</th></tr></thead><tbody><tr><td></td><td></td><td></td><td>06/21/2014</td><td></td><td>Terminal Leave</td><td></td></tr><tr><td>1</td><td>Depart</td><td>Approved</td><td>06/30/2014</td><td>06/30/2014</td><td>Separation</td><td>PPC AT HOME SEP MBRS</td></tr><tr><td>99</td><td>Report</td><td>Approved</td><td>07/01/2014</td><td>07/01/2014</td><td>Separation</td><td>PPC AT HOME SEP MBRS</td></tr></tbody></table></div>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description				06/21/2014		Terminal Leave		1	Depart	Approved	06/30/2014	06/30/2014	Separation	PPC AT HOME SEP MBRS	99	Report	Approved	07/01/2014	07/01/2014	Separation	PPC AT HOME SEP MBRS
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Retirement Procedure, Continued

Procedures,
continued

Step	Action
13	<p>Enter the appropriate Order Notes and edit them if necessary. Enter a Sequence Number to identify how they will appear on the orders. Then click on the Leave Information tab.</p> <div><div>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order</div><div><div><u>Roger Rabbit</u></div><div>Empl ID: 1234567 Empl Record: 0</div><div>Trans ID: 2250087 Order Action: <input type="text"/> <input type="button" value="Go"/></div><div>Order Begin Date: 07/01/2014 Order Type: Separation</div><div>Order End Date: 07/02/2014 Order Status: Authorized</div></div><div><div>Separation Details Find View 1 First 1-2 of 2 Last</div><div><div>*Contract Clause: <input type="text" value="00R"/> <input type="button" value="Search"/></div><div>*Sequence Number: <input type="text" value="1"/></div><div>This separation action has been authorized based on a CG PSC-EPM written decision and is issued by S. Matadobra, CDR, USCG, Chief, PSC-EPM-1, by direction of Commander, CG PSC.</div><div><input checked="" type="checkbox"/> Show on Printed Order</div></div><div><div>*Contract Clause: <input type="text" value="38R"/> <input type="button" value="Search"/></div><div>*Sequence Number: <input type="text" value="2"/></div><div>Member is authorized a PCS move from (type in member's PDS) to HOS. In accordance with the Joint Federal Travel Regulations (JFTR) U5365 you have 365 days following your retirement date to move your HHG and/or store your HHG at government expense. In cases of education, training or other deserving cases, an extension of time limit may be authorized/approved by COMDT (CG-1222). Requests must be submitted 30 days prior to one year anniversary of your retirement.</div><div><input checked="" type="checkbox"/> Show on Printed Order</div></div></div></div>

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Retirement Procedure, Continued

Procedures,
continued

Step	Action												
14	<p>Notice that the terminal leave entered on an earlier tab is reflected here. Any remaining leave balance (subject to the career maximum) will be sold and included in the member's final pay.</p> <div> <div> Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order Approval </div> <div> <p><u>Roger Rabbit</u> Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2250087 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 07/01/2014 Order Type: Separation</p> <p>Order End Date: 07/02/2014 Order Status: Authorized</p> </div> </div> <div> <p>Leave Balances</p> <table border="1"> <tr> <td>Leave Balance:</td><td>44.500000</td><td>Cumulative Sold Leave:</td><td>0.000000</td></tr> </table> </div> <div> <p>Leave Disposition</p> <table border="1"> <tr> <td>Total to Carry Over (Days):</td><td>0.0</td><td>Terminal Leave Begin:</td><td>06/21/2014</td></tr> <tr> <td>Terminal Leave (Days):</td><td>10.0</td><td>Terminal Leave End:</td><td>06/30/2014</td></tr> </table> </div>	Leave Balance:	44.500000	Cumulative Sold Leave:	0.000000	Total to Carry Over (Days):	0.0	Terminal Leave Begin:	06/21/2014	Terminal Leave (Days):	10.0	Terminal Leave End:	06/30/2014
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Retirement Procedure, Continued

Procedures,
continued

Step	Action
15	<p>Now click Submit.</p> <div><div>Additional InfoOrder InformationOrder TravelOrder NotesLeave InformationOrder Approval</div><div><div><u>Roger Rabbit</u></div><div>Empl ID: 1234567Empl Record: 0</div><div>Trans ID: 2250087Order Action: <input type="text"/></div><div>Order Begin Date: 07/01/2014Order Type: Separation</div><div>Order End Date: 07/02/2014Order Status: Authorized</div></div><div>Route for Approval</div><div><div>Approval Type: Separation Order Approval</div><div>User ID: 7654321Eddie Valiant</div><div>Dept of Approving SPO: 007448SEC SS MARIE ADMIN/PERS DIV</div><div>Comment: Member is selling 34.5 days of leave.</div></div><div>Submit</div></div>
16	<p>Once submitted, this will appear to show it's been routed for approval.</p> <div><div>Approve Separation Order</div><div><div>Approval Sep Order Header: PendingView/Hide Comments</div><div>One Level Approval</div><div><div>Pending</div><div>Multiple Approvers SPO Supervisor</div></div><div>Comments</div><div>Eddie Valiant at 06/10/14 - 1:52 PM Member is selling 34.5 days of leave.</div></div><div>SaveReturn to SearchNotifyAddUpdate/DisplayInclude</div></div>
17	Now return to the Home screen.